



WISCONSIN

**DEPARTMENT OF WORKFORCE DEVELOPMENT**  
Division of Economic Support  
Bureau of Work Support Programs

**TO: Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies**

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**Non W-2 [X] W-2 [X] CC [ ]**

**PRIORITY: High**

**SUBJECT: CARES CHANGES TO ABSENT PARENT SCREENS**

**EFFECTIVE DATE:** When available in CARES

**PURPOSE**

This memo describes online changes to CARES Absent Parent screen APCI (Absent Parent General Information) and introduces 2 new Absent Parent screens, APSC (Absent Parent Search Within Case) and APSP (Absent Parent Search By Individual).

**CHANGES TO APCI**

The primary changes made to APCI involve screen functionality. These changes are expected to eliminate the creation of duplicate APCI screens for the same individual. This will result in improved interface functioning between KIDS and CARES.

When APCI is presented for the first time (blank screen) the only updateable fields will be AP FIRST & LAST NAME KNOWN ? and the absent parent's FIRST NAME and LAST NAME. Once these fields have been populated, PF20 becomes mandatory before any other entry will be allowed. After the name is entered, or "Unknown" is populated by CARES, the worker must press PF20 to schedule the new Absent Parent Search screens, APSC and APSP. The worker will be able to select the correct AP, if appropriate, from either of these screens and have that information automatically populate to APCI, but APCI will not be completely updateable until the worker has pressed PF20 and viewed these two search screens.

A new field has also been added to APCI called "AP ID". In the future, this field will display the KIDS ASSIGNED PIN of the Absent Parent. There will be a future Ops Memo once this type of interface with KIDS has been fully implemented.

## NEW ABSENT PARENT SEARCH SCREENS

Two new screens have been added to help the worker correctly identify absent parent(s) already entered for a case or attached to an individual (PIN). This will also help to prevent the creation of inaccurate duplication of the same AP. Once PF20 has been pressed on APGI, the first search screen presented will be APSC (Absent Parent Search Within Case). This screen will show a list of all absent parent information (included deleted information) within this case where the first letter of the AP last name is the same as the last name entered on APGI.

**NOTE:** If the AP name is "Unknown Unknown" then the list will include all APs with last name beginning with "U".

**EXAMPLE:** Worker is adding a child to a case where there already are two children. The child was previously in two different cases. When a blank APGI is scheduled s/he enters the name "Joe Jones". The following APSC was presented showing APs associated with this case. (Explanation of fields follows the screen print)

APSC					ABSENT PARENT SEARCH WITHIN CASE															07/08/00 11:20												
CASE: 6700162866					WORKER: XCTA14															XCTA14 E RYAN												
					CASE STATUS: OPEN															CASE MODE: ONGOING												
AP NAME ENTERED: JOE					JONES																											
SEL	AP	NUM	AP	DC	FIRST				LAST				AP ID(KIDS)								SSN				SEX				DOB			
	SL	DC	SL	DC	SL	DC	SL	DC	SL	DC	SL	DC	SL	DC	SL	DC	SL	DC	SL	DC	SL	DC	SL	DC	SL	DC						
—	002				JOHN				JOHNS												111-22-3333				M							
	02		03	AE																												
—	004				JAMIE				JAMES												222-33-4444				M							
	05																															

### AP NAME

ENTERED: The Absent Parent name as entered on APGI.

SEL: Selection field. S should be entered in this field if an appropriate AP is found.

AP NUM: The AP sequence number assigned by CARES.

AP DC: The delete code if this AP was deleted on this sequence. NOTE: This will be populated either by the worker entering the delete code (for the AP sequence on APGI) or CARES updating if the child(ren) were deleted from the case.

FIRST: The first name of the AP.

LAST: The last name of the AP.

AP ID  
(KIDS): The KIDS assigned ID (PIN) for the AP.

SSN: The Social Security Number for the AP.

SEX: The sex of the AP.

DOB: The date of birth for the AP.

- SL: Short list number of child or pregnant woman associated with this AP on an APGI sequence.
- DC (SL): The delete code if this Short list number was deleted. NOTE: This will be populated either by the worker entering the delete code (on APGI) for the short list number or CARES updating when the AP sequence was deleted.

**EXAMPLE (continued):** The worker did not identify the AP she was looking for on APSC. When the worker presses <enter> the following APSP is presented. It lists the APs associated with this child (by PIN) in every case this child has been included. (Explanation of fields follows the screen print)

APSP			ABSENT PARENT SEARCH BY INDIVIDUAL			07/08/00 11:20			
CASE: 6700162866			WORKER: XCTA14			XCTA14 E RYAN			
			CASE STATUS: OPEN			CASE MODE: ONGOING			
PIN: 6100440113			NAME : JANE			JONES			
SEL	FIRST	LAST	CASE	AP ID (KIDS)	SEX	PAT	SSN	DOB	DC
—	JOE	JONES	1700162411		M	Y	444-55-6666		
—	JOE	JONES	4700178841		M	Y	444-55-6666		

- PIN: CARES assigned PIN of a child less than 19 years old or a pregnant woman, to whom this list applies.
- NAME: Name of the child or pregnant woman attached to the PIN.
- SEL: Selection field. S should be entered in this field if an appropriate AP is found.
- FIRST: The first name of the AP.
- LAST: The last name of the AP.
- AP ID  
(KIDS): The KIDS assigned ID (PIN) for the AP.
- SEX: The sex of the AP.
- PAT: Paternity indicator. Indicates if paternity has been established for the individual to whom this list applies. Possible values are:
- Y = yes  
N = no  
M = maternity
- SSN: The Social Security Number of the AP.
- DOB: The date of birth of the AP.
- DC: The delete code if this AP was deleted from the corresponding case. NOTE: This will be populated either by the worker entering the delete code for the AP

sequence on APGI or CARES updating if the child(ren) were deleted from the case.

### ***IMPLEMENTATION***

CARES logic changes described above are anticipated to be in place by Monday, August 28, 2000. The actual move date will be confirmed via DXBM.

### ***CONTACT***

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Note: Email contacts are preferred. Thank you.